

ANGUS COUNCIL

PROCUREMENT ANNUAL REPORT 2014/2015 & IMPROVEMENT PLAN FOR 2014/17

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INTRODUCTION

The Angus Council Procurement Annual Report 2014/15 sets out progress to date on the Angus Council's procurement reform agenda for the year 2014/15. It compliments the Tayside Procurement Consortium (TPC) Procurement Annual Report 2014/15 which focusses on the performance of the TPC shared service for the partners: Angus, Dundee City and Perth & Kinross Councils in association with Tayside Contracts.

This report is in 4 parts:

Part 1 - Executive Summary

Part 2 – Performance Measures

Part 3 – Angus Council Procurement Improvement Plan 2013/14 Progress Report

Part 4 – Corporate Procurement Improvement Plan 2015/16

PART 1 - EXECUTIVE SUMMARY

Performance Measures

Measure	2014/15 Performance	Trend
Measure 1 – Total procurement savings	£1,343K procurement saving achieved	↑ Improving 37% increase on last year 198% over target 5 year annual average saving of £1.034m
Measure 2 – Procurement Spend with Locally-Based Suppliers	29%	↓ Decreasing 5% decrease on last year Although this measure shows a fall from last year, it has shown some annual volatility in the past. The figure remains close the 5 year average of 30%. There has been no change on Council policy or practice which would lead to this change. However, the decrease is of concern and the position will be monitored for stability.
Measure 3 – Procurement Spend with SMEs	67%	↑ Improving 4% increase on last year Increases in SME spend have been ongoing year-on-year since 2007/08.
Measure 4 – e-Procurement transactions	86%	↑ Improving 34% increase on last year 26% above target
Measure 5 – Use of the Public Contracts Scotland (PCS) Portal	24 contracts advertised on PCS; 152 contracts awarded on PCS including Quick Quotes - Total value: £52.98M	↑ Improving 37 contracts advertised on PCS in 2013/1, the 3-year average shows an overall reduction of 12.6%. 128 contracts awarded using PCS in 2013/14, the 3-year average shows an overall increase of 18.0%. This is in line with the planned strategic increase in use of quotation procedure, which offers increased local supply opportunity, over advertised tenders.

4 measures show improvement. 1 measures shows a worsening position. Of the 2 economic indicators (No. 2 local spend and No. 3 SMEs) 1 is better and 1 is worse; this may be starting to show an overall levelling off in the year-on-year improvement trend.

Angus Council Procurement Improvement Plan 2013/14 Progress Report

Of a total 27 actions in the Improvement Plan:

- 22 (81%) were completed
- 5 (19%) remained outstanding but on target.

This was the final progress report under this Phase 1 Plan with the 2014/17 Phase 2 Corporate Procurement Improvement Plan (see Part 4) approved in February 2015 by the

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Procurement Sounding Board MOG and any outstanding matters subsumed under and to be reported on with reference to the outcomes and actions on the new Plan.

Corporate Procurement Improvement Plan 2014/17

The purpose of this combined Angus Council Corporate Procurement Improvement Plan 2014/17 is to bring together in one place all the current Angus Council improvement actions relating to the Council's procurement function corporately. It does not include Service / team / business unit-specific actions or improvements which are contained in Service Improvement or operational plans.

The combined Angus Council Corporate Procurement Improvement Plan 2014/17 comprises outcomes and actions from the following approved corporate action & improvement plans or the parts of them that are relevant to Angus Council procurement:

PLAN NAME	APPROVED BY:-
The Angus Council Procurement Sounding Board Phase 2 Improvement Plan – 2015/17	(a) all Services through the Corporate Procurement Group; and
The Angus Council Supporting Local Business 10 Point Plan 2014-16	(b) the Procurement Sounding Board MOG
Angus Fair Trade Zone Action Plan 2014/16	The Angus Fair Trade Zone Steering Group
Angus Council Climate Change Strategy & Action Plan 2012-16	Full Angus Council (meeting 6 th December 2011)

This combined plan has been endorsed by the Procurement Sounding Board member officer group and offers continued delivery of procurement improvement alongside delivery of future transformative improvement through the Transforming Angus Procurement Review.

PART 2 – PERFORMANCE MEASURES

Measure	2014/15 Performance	Target	Trend	Comments
<p>Measure 1 – Total procurement savings achieved year-on-year, including both cash and non-cash (KPI, CSF020)</p>	<p>£1,343K procurement saving achieved</p>	<p>£450K</p>	<p>↑ Improving</p>	<p>Compared to 2013/14 (£0.978m), this year's performance at £1.343m is higher by 37.3%. Savings performance exceeds this year's target of £0.450m by 198.4%. Over the last 5 years, total procurement savings = £5.171m, an average of £1.034m per annum. There are no national benchmarks for this measure.</p> <p>The main reason for better performance against the projection and target figures is that the Council spent more on collaborative contracts in 2014/15 than projected. It actually spent £14.7m within these contracts compared to a projected £8.7m. Although the Council's total procurement spend increased by £5m (£108m in 2014/15 compared to £103m in 2013/14), over £11m was spent on a one-off basis on new schools projects in Angus. This suggests then a significant increase in the use of collaborative contracts to achieve improved value for money by Angus Council.</p> <p>At the same time, the majority of the Council's procurement spend remained subject to local arrangements (c. 86%). The Council continues to monitor the share of our procurement spend with local suppliers to ensure continued balance in the achievement of value for money with looking to support our local economy via our public procurement expenditure (see Measure 2).</p>
<p>Measure 2 - Share of Procurement Spend with Locally-Based Suppliers</p>	<p>29%</p>	<p>-</p>	<p>↓ Decreasing</p>	<p>Angus Council spent 29.19% of its procurement spend with suppliers whose invoicing post code was located in the Angus area. The comparable % for 2013/14 was 34.22%. This year's figure is 5.03% down on that figure for last year. The average % over the last 5 years is 30.48%. Although down this year, the measure has shown volatility in the past (it dropped from 32% in 2010/11 to 26% in 2011/12). The 5-year average measure indicates that Angus Council continues to achieve good results in terms of the</p>

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Measure	2014/15 Performance	Target	Trend	Comments
				<p>share of its spend with locally-based suppliers. However, the decrease is of concern. It is notable that Angus Council balances delivery of procurement cash savings with general measures supporting the local supply chain through its procurement strategy. The position will need to be monitored to see if this position is stable.</p>
<p>Measure 3 - Share of Procurement Spend with Small / Medium Enterprises (SMEs)</p>	<p align="center">67%</p>	<p align="center">-</p>	<p align="center">↑ Improving</p>	<p>Angus Council spend 66.61% of its procurement spend with suppliers whose were known to employ less than 250 employees. The comparable % for 2013/14 was 63.31%. The average % over the last 5 years is 60.51%. This measure indicates that Angus Council has applied effective measures through its procurement strategy to grow and sustain the proportion of its spend with SMEs. This is a nationally important outcome - Scottish Government statistics show that, as at March 2014, there were 332,720 Small and Medium-sized Enterprises (SMEs) operating in Scotland, providing an estimated 1.1 million jobs. SMEs accounted for 99.3% of all private sector enterprises and accounted for 54.8% of private sector employment and 37.9% of private sector turnover. These statistics underline the pivotal role of SMEs in our economy and communities.</p>
<p>Measure 4 – e-Procurement Performance: % total transactions that are e-transactions (through an e-procurement system) (KPI, CSF022)</p>	<p align="center">86%</p>	<p align="center">60%</p>	<p align="center">↑ Improving</p>	<p>Compared to 2013/14 (51.68%), this year's performance at 85.60% is improved by 33.92%. Compared to this year's target of 60%, performance is 25.60% above target. There are no national benchmarks for this measure.</p> <p>A real push has been applied this year to embed a "whole Council" approach to reporting of our e-Purchasing activity via our 3 main e-Purchasing systems (PECOS, Northgate Housing Management and Archimedes (Property management)). We want to ensure that this metric shows a meaningful overall position in relation to how much of the Council's ordering is electronic, helping the Council to reduce transactional costs and increase efficiency. It is very pleasing to see that the Council's ongoing improvement efforts in this direction now seem to be bearing fruit. This improvement will feed into the Transforming Angus strategic procurement review now underway.</p>

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Measure	2014/15 Performance	Target	Trend	Comments
Measure 5 – e-Procurement Performance: Use of the Public Contracts Scotland (PCS) Portal	24 contracts advertised on PCS	-	↑ Improving	<p>Angus Council's policy is to use PCS for all contract publication. It is also our policy to use PCS "Quick Quote" for invitation of low value quotations unless, exceptionally, this would preclude preferred bidders.</p> <p>The 24 contracts advertised on PCS in 2014/15 compares to 37 in 2013/14. The 3-year average shows an overall reduction in contracts advertised on PCS of 12.6%.</p> <p>At the same time, the 152 contracts awarded using PCS in 2014/15 compares to 128 in 2013/14. The 3-year average shows an overall increase in contracts awarded on PCS of 18.0%.</p> <p>These measures indicates that Angus Council's procurement policy of migrating some low value spend opportunities of up to £50K to Quick Quotes is being applied effectively. This is coupled with the procurement policy of inviting at least 2 quotations from local suppliers + 1 national wherever the market can support this indicates that the Council's use of PCS is supporting local supply opportunity as well as efficient procurement process.</p> <p>At the same time, however, there is much more room for improvement. In 2014/15 a total of 499 contracts were added to the Council's contracts register, of which 347 (70%) were manually uploaded. These contracts did not use PCS. Some Council Services still need to embed basic good practice in terms of use of PCS across all their contracting activity. EU legislation will make full electronic communication in procurement mandatory by April 2018. Full use of PCS addresses that prospective duty.</p>
	152 contracts awarded on PCS including Quick Quotes Total value: £52.98M	-		





PART 3 – IMPROVEMENT PLAN 2014/15 PROGRESS REPORT

1. Overview

This report sets out progress to date on the Procurement Sounding Board MOG Phase 1 Improvement Plan (planned for delivery in 2013/14 and 2014/15).


This was the final progress report under this Phase 1 Plan with the 2014/17 Phase 2 Corporate Procurement Improvement Plan (see Part 4) approved in February 2015 by the Procurement Sounding Board MOG and any outstanding matters subsumed under and to be reported on with reference to the outcomes and actions on the new Plan.






2. Summary of Progress

Action Status		This Report		Previous Report		Movement
	Cancelled	0	0%	0	0%	→
	Overdue	0	0%	1	4%	↑
	On target	5	19%	6	22%	↓
	Completed	22	81%	20	74%	↑

Movement Key: → = no change, ↑ = improvement, ↓ = reduction





Click the blue hyperlinks to go to the corresponding detailed progress report.







Thematic Outcome	Short Progress Statement	Overall Status
OUTCOME 1: We have a reliable picture of the extent to which the Council is currently “buying local” as a baseline for future action, including the split between Tayside-located firms and Angus-located firms.	A “Buying Local” policy report was presented to Sounding Board meeting on 9 April 2014. A formal Report was presented to P & R Committee meeting on 10 June 2014 recommending adoption of the approved policy.	




Thematic Outcome	Short Progress Statement	Overall Status
<p><u>OUTCOME 2:</u> Angus Council sets its requirements, as far as possible, so as to maximise the opportunity of any untapped local capacity to meet those procurement requirements.</p>	<p>We have used the (free) pilot "Grow Local" tool to analyse the <u>potential</u> local supply development opportunity. A "Buying Local" policy report was presented to Sounding Board meeting on 9 April 2014. A formal Report was presented to P & R Committee meeting on 10 June 2014 recommending adoption of the approved policy.</p>	
<p><u>OUTCOME 3:</u> Our procurement activity is as sustainable as possible, with particular reference to supporting social enterprises in our supply chain, reducing our "carbon footprint" and "buying green", delivering relevant community benefit from our procurement, buying "Fairtrade" or equivalently ethically sourced products where appropriate and achieving simplification and consistency in our process.</p>	<p>Substantial preparation work has been undertaken to bring the actions against this outcome back on target against the approved revised completion timescale of 31 March 2015. This has been shared with Legal and Democratic Services colleagues towards engagement with Directorates and co-production with them of the required Directorate-specific Improvement Plans.</p>	
<p><u>OUTCOME 4:</u> We will publish and deliver an annual local supplier support programme co-ordinating the Council's procurement and business development functions with the aim of developing the local Angus supply base so as to maximise its capability to win Angus Council supply opportunities.</p>	<p>This action is now effectively completed with reporting of results in terms of Angus supplier consultation on development needs presented to the Sounding Board meeting on 8 October 2014. Supplier engagement is ongoing and publicity processes for that engagement are now very much business as usual.</p>	
<p><u>OUTCOME 5:</u> The organisation and structure of procurement in Angus Council offers the best possible support for delivering best value, including economically, socially and environmentally sustainable procurement.</p>	<p>This action is substantially progressed with the inclusion of a Strategic procurement review as a Transforming Angus project in the Angus Council Plan 2013/17. The Outcome is held open however pending commencement of the project but an approach to meeting the Project resourcing has now been identified. The review project will commence as soon as necessary backfill resourcing is in place – we are seeking to fill via secondment or that failing use of agency staff. The target for project commencement is before the end of March 2015. However, this is dependent on Project resourcing being secured within that timeframe which is challenging, particularly in the current market.</p>	
<p><u>OUTCOME 6:</u> We have implemented the "Supporting Local Business" ten point action plan (as revised on a SMART basis) produced by the Head of Procurement TPC.</p>	<p>Sufficient services responded to allow for submission of the required report to the Sounding Board meeting on 12 June 2014.</p>	

3. Detailed Progress Report


Updates since the last report are in blue font




ACTIONS	PRIORITY (Low/Med- Um/High)	LEAD OFFICER	TIMESCALE	STATUS	PROGRESS REPORT
OUTCOME 1: Buying Local We have a reliable picture of the extent to which the Council is currently “buying local” as a baseline for future action, including the split between Tayside-located firms and Angus-located firms.					
1.1 Create a workable definition of “local”, based on supplier payment address post code initially.	High	Corporate Procurement Manager	This work stream is planned to start in late November 2013 (post Procurement Capability Assessment 2013) with services' work continuing beyond the turn of the year and reporting to the Sounding Board by Spring 2014.		Angus post codes (to “AB1 2..” level) definitively listed.
1.2 Produce reports from the Council's purchase ledger, restricted to procurement spend and showing spend by supplier for (say) Financial Years 2010/11, 2011/12 and 2012/13 (the latter once available from the Scottish Procurement Information Hub)	High	Corporate Procurement Manager			The required reports were produced in February and circulated to Services.
1.3 Where applicable, use work done on 2010/11 spend analysis to re-allocate suppliers with spend against service-related locations to those services who are truly responsible for that spend for 2011/12 and 2012/13.	High	Corporate Procurement Manager			This spend analysis work was completed in February and formed part of the spend reports issued to Services.
1.4 Using postcode information, produce an initial set of reports per service showing line by line supplier spend for each of the financial years and the amount of that spend with Angus-located / Tayside-located suppliers.	High	Corporate Procurement Manager			The required reports were produced in February and circulated to Services.

ACTIONS	PRIORITY (Low/Med-Um/High)	LEAD OFFICER	TIMESCALE	STATUS	PROGRESS REPORT
1.5 Following distribution of these revised spend reports, all services to validate them and using the knowledge of services of their own suppliers confirm what evidence-based refinement can be applied.	High	Chief Executive's Unit / Economic Development – Alison Smith and Roy Johnston			The required validation work by all Services was kicked off in February. No adverse response.
		Resources – Corporate Improvement & Finance – Mark Allan			The required validation work by all Services was kicked off in February. Validated and initial local supplier identification approach approved.
		Resources – Legal & Democratic Services – Glen Anderson			The required validation work by all Services was kicked off in February. Validated and initial local supplier identification approach approved.
		Resources – Organisational Change – Steve Roud			The required validation work by all Services was kicked off in February. No adverse response.
		Communities – Technical & Property Services: <ul style="list-style-type: none"> • Property – Ken Brown • Housing – Ken Brown / Gavin Balfour • Roads – Ian Cochrane / Walter Scott 			The required validation work by all Services was kicked off in February. No adverse response.
		Communities – All Other Services – Catriona Ferrier			The required validation work by all Services was kicked off in February. No adverse response.

ACTIONS	PRIORITY (Low/Med-Um/High)	LEAD OFFICER	TIMESCALE	STATUS	PROGRESS REPORT
		People – Social Care – Dave Sim			The required validation work by all Services was kicked off in February. Validated. Local supplier identification approach inaccurate but approach approved.
		People – Schools / Education – Margaret Laing			The required validation work by all Services was kicked off in February. No adverse response.
1.6 Report the statistical conclusions from that exercise to the Sounding Board for onward Committee reporting after approval on the conclusions from this analysis.	High	Corporate Procurement Manager			A “Buying Local” policy report was presented to Sounding Board meeting on 9 April 2014. A formal Report was presented to P & R Committee meeting on 10 June 2014 recommending adoption of the approved policy.



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
ACTIONS	PRIORITY (Low/Med-Um/High)	LEAD OFFICER	TIMESCALE	STATUS	PROGRESS REPORT
OUTCOME 2: Maximising Local Opportunity					
Angus Council sets its requirements, as far as possible, so as to maximise the opportunity of any untapped local capacity to meet those procurement requirements.					
2.1 Collate the data which Angus Council holds on its high-level categories of requirement along with its typical spend on those requirements, the “mapping” of the local supply base to meet those requirements and the quantification of any gap between Angus Council demand and local supply	High	Corporate Procurement Manager	This work stream is quite central to a number of the others so it is planned to start in terms of initial work in October 2013 with a report to the Board in Spring 2014.		Angus and Perth and Kinross Councils have secured access to the pilot version of the Grow Local tool. Used in Angus to analyse Council spend and identify high level / “first cut” local supply growth opportunities.



ACTIONS	PRIORITY (Low/Med-Um/High)	LEAD OFFICER	TIMESCALE	STATUS	PROGRESS REPORT
capability. This can be done in parallel to development of better statistical information regarding the extent to which all Council services are "buying local".					
2.2 Once collated, consider the methodology required for the collection of missing necessary data, if any, along with the analysis required to produce the required quantification. This exercise necessarily follows on from completion of the exercise to develop better statistical information regarding the extent to which all Council services are "buying local".	Medium	Corporate Procurement Manager			As 2.1 above.
2.3 Assuming that the missing data collection and analysis requirements warrant it, engage a consultant (competitively) to carry out that exercise and to report accordingly.	Medium	Corporate Procurement Manager			As 2.1 above.
2.4 Present that report to the Sounding Board with proposals for policy approaches which seek to ensure, as far as possible and in the light of that analysis, the setting of the Council's requirement so as to maximise the opportunity of that untapped local capacity and capability to meet those needs.	Medium	Corporate Procurement Manager			"Buying Local" Report presented to Sounding Board meeting on 9 April 2014. Report presented to P & R Committee 10.06.14.

ACTIONS	PRIORITY (Low/Med-Um/High)	LEAD OFFICER	TIMESCALE	STATUS	PROGRESS REPORT
Present the Board's recommendations to Committee.					

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ACTIONS	PRIORITY (Low/Med-Um/High)	LEAD OFFICER	TIMESCALE	STATUS	PROGRESS REPORT
OUTCOME 3: Sustainable Procurement					
Our procurement activity is as sustainable as possible, with particular reference to supporting social enterprises in our supply chain, reducing our “carbon footprint” and “buying green”, delivering relevant community benefit from our procurement, buying “Fairtrade” or equivalently ethically sourced products where appropriate and achieving simplification and consistency in our process.					
3.1 Assess current Council procurement processes across all Council services by interview with key procurement officers for each service.	High	Corporate Procurement Manager			This work stream is underway building on PCA 2013 preparation work already undertaken and 1:1 meetings have been held to that end with every service.
3.2 Identify the state of current practice re sustainable procurement, specifically: <ul style="list-style-type: none"> • supporting social enterprises in our supply chain • reducing our “carbon footprint” and “buying green” wherever possible • delivering relevant community benefit from our procurement • Buying “Fairtrade” or equivalently ethically sourced products where 	High	Corporate Procurement Manager			<p>Background information on current sustainable procurement achievement, an updated Angus Council “Flexible Framework” self-assessment and a draft Angus Council Sustainable procurement improvement Plan have been prepared.</p> <p>This has been shared with Legal Services in preparation for the next steps.</p>



ACTIONS	PRIORITY (Low/Med-Um/High)	LEAD OFFICER	TIMESCALE	STATUS	PROGRESS REPORT
<p>appropriate</p> <ul style="list-style-type: none"> achieving as much simplification and consistency as is possible 					
<p>3.3 Collate and report outcomes to the Procurement Process Sub-Group.</p>	Medium	Senior Solicitor			<p>The next step is to take the information produced for action 3.2 and set up meetings with Directorates to review it and produce Directorate-specific improvement plans.</p> <p>It is now considered that this is best addressed direct with directorates rather than through the Procurement process Sub-Group given the preparation work undertaken at Action 3.2.</p>
<p>3.4 The Procurement Process Sub-Group, reporting to the Corporate Procurement Group and the Procurement Sounding Board, to produce recommended actions to (a) deliver immediate sustainable procurement benefit where possible and (b) deliver future sustainable procurement benefit where immediate benefit is not possible due to the need to carry out some improvement actions first.</p>	Medium	Senior Solicitor / Corporate Procurement Manager			
<p>3.5 The Procurement Process Sub-Group, reporting to the Corporate Procurement Group</p>	Medium	Senior Solicitor / Corporate			

ACTIONS	PRIORITY (Low/Med-Um/High)	LEAD OFFICER	TIMESCALE	STATUS	PROGRESS REPORT
and the Procurement Sounding Board, also to produce performance measures which all services will report on to gauge the effective implementation of these recommended actions.		Procurement Manager			
3.6 The Procurement Sounding Board to make recommendations in the form of an updated Angus Sustainable Procurement Action Plan to the Executive Management Team (and relevant Committees) for implementation of the actions at 3.4 and 3.5.	Medium	Senior Solicitor / Corporate Procurement Manager			
3.7 Work with Internal Audit to carry out a future audit of the Council's delivery of sustainable procurement, with reference to those performance measures and to the baseline set out in Internal Audit Report 11/26 (10 April 2012).	Low	Corporate Procurement Manager / Service Manager - Governance			


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ACTIONS	PRIORITY (Low/Med-Um/High)	LEAD OFFICER	TIMESCALE	STATUS	PROGRESS REPORT
OUTCOME 4: Local Supplier Development					
We will publish and deliver an annual local supplier support programme co-ordinating the Council's procurement and business development functions with the aim of developing the local Angus supply base so as to maximise its capability to win Angus Council supply opportunities.					



ACTIONS	PRIORITY (Low/Med -Um/High)	LEAD OFFICER	TIMESCALE	STATUS	PROGRESS REPORT
<p>4.1 Engage with local business to better understand what its perceived development needs are so as to maximise its capability to win Angus Council supply opportunities. That engagement should be targeted towards local micro-business and involving hosting groups over and above the current Dundee and Angus Chamber of Commerce arrangements.</p>	High	Senior Business Adviser			<p>Business survey work has been undertaken by Economic Development seeking feedback on what businesses might want from us in relation to public procurement support and the outcomes of this piece of work were reported to the Sounding Board meeting on 08/10/14.</p>
<p>4.2 In the light of that engagement, the Council's Economic Development Strategy and the outputs from the Angus supply base analysis work stream develop a local supplier support programme for co-delivery by the procurement resource and the business development function. Utilise external resources as fully as possible, for example: the Supplier Development Programme, Tayside Procurement Consortium, other Tayside public purchasing bodies, Scottish Enterprise Tayside and the local Business Gateways network.</p>	Medium	Senior Business Adviser / Corporate Procurement Manager	<p>This work stream is envisaged to start before Christmas 2013 with reporting to Committee before recess in 2014.</p>		<p>Effectively completed.</p> <ol style="list-style-type: none"> 1. Engagement with the known local business development networks has been undertaken, no further uptake. 2. Promotion of engagement opportunity has been undertaken and continues – business as usual (the piece for "In Commerce" Dundee & Angus Chamber of Commerce magazine Spring edition did not come off due to lack of space but was prepared and can be used at a later date). 3. A TPC online "events diary" has been created and sign-posted on angus.gov.uk "Contracts & Tenders" pages. It is now business as usual. 4. Meet the Buyer events are happening regularly – business as usual.






ACTIONS	PRIORITY (Low/Med-Um/High)	LEAD OFFICER	TIMESCALE	STATUS	PROGRESS REPORT
4.3 Report the proposed programme to the Corporate Procurement Group and the Procurement Sounding Board. The Sounding Board to make recommendations to the Executive Management Team and to Committee, if required.	Medium	Corporate Procurement Manager			A 2014 Tayside-based events programme has been concluded between Economic Development the Supplier Development Programme and published on the Events Diary. This action was held open for any additional Angus activity being identified as a result of Action 4.1 and is now complete.
4.4 Publish that programme on the Council's website, and embed a process for its annual review and renewal.	Medium	Corporate Procurement Manager			Effectively completed, see actions 4.2 and 4.3.





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ACTIONS	PRIORITY (Low/Med-Um/High)	LEAD OFFICER	TIMESCALE	STATUS	PROGRESS REPORT
OUTCOME 5: Procurement Structure					
The organisation and structure of procurement in Angus Council offers the best possible support for delivering best value, including economically, socially and environmentally sustainable procurement.					
5.1 Report to Executive Management Team on the proposals, in the light of Scotland Excel advice, to focus on improvement activity first, particularly harmonisation and improvement of procurement processes before considering structural improvements. Focus on optimal, whole-Council performance at the Procurement Capability Assessment (PCA) 2013, ensuring	High	Corporate Procurement Manager	A report is planned to Executive Management Team in September 2013 setting out a progress report on and a proposed plan for Angus Council procurement structural review.		Completed. A Project Initiation Document (PID) was presented to and approved of by the Extended Executive Management Team on 7 th January 2014 and approved for presentation of Procurement transformation as a Transforming Angus project, subject to refinement of the PID content around expansion of the case for "Purchase to Pay" (P2P) transformation, project governance and project resourcing.

ACTIONS	PRIORITY (Low/Med-Um/High)	LEAD OFFICER	TIMESCALE	STATUS	PROGRESS REPORT
it can be accepted as a robust measure of Angus Council's procurement capability, both relative to previous years and to other Scottish local authorities, and also of the required improvement areas.			Further timescales will be dependent on the EMT decision on the proposed plan.		
<p>5.2 Subject to approval of 5.1:</p> <ul style="list-style-type: none"> • complete work on appraising the volume and value of procurement activity undertaken by Angus Council along with the resource currently applied to deliver it. • Produce a report in full consultation with the Corporate Procurement Group with reasoned recommendations for or against change and with a costed structure and implementation plan if change is recommended. • Report the outcomes of that work to the Procurement Sounding Board and to the Executive Management Team for onward approval by Committee, if required. 	Medium	Corporate Procurement Manager			<p>This work will form Phase 1 of the Transforming Angus procurement project, anticipated to require about 6 months of work to produce the right service design for the Council. Commitment to the project as part of the Transforming Angus programme is given in the Angus Council Plan 2013/17.</p> <p>Project resourcing has now been identified. The review project will commence as soon as necessary backfill resourcing is in place – we are seeking to fill via secondment or that failing use of agency staff.</p> <p>The target for project commencement is before the end of March 2015. However, this is dependent on Project resourcing being secured within that timeframe which is challenging, particularly in the current market.</p> <p>The action remains held open until the project commences.</p>

ACTIONS	PRIORITY (Low/Med-Um/High)	LEAD OFFICER	TIMESCALE	STATUS	PROGRESS REPORT
OUTCOME 6: Supporting Local Business - 10 Point Plan					
We have implemented the “Supporting Local Business” ten point action plan (as revised on a SMART basis) produced by the Head of Procurement TPC.					
6.1 Produce a “Supporting Local Business” ten point action plan with SMART targets.	High	TPC Head of Procurement / Corporate Procurement Manager			The TPC Head of Procurement has produced a version of the ten point action plan with SMART targets.
6.2 Carry out a self-assessment of the whole Council's procurement process in relation to the revised ten point action plan,	High	Chief Executive's Unit / Economic Development – Alison Smith and Roy Johnston Resources – Corporate Improvement & Finance – Mark Allan Resources – Legal & Democratic Services – Glen Anderson Resources – Organisational Change – Steve Roud Communities – Technical & Property Services: • Property – Ken Brown	The aim is for this work to start in November and complete in Spring 2014.		Not all Services were able to respond to this self-assessment within the planned timescale. A report has been presented to the 9 April 2014 Procurement Sounding Board meeting proposing deferral of the final outcome report to the June meeting. Sufficient services responded to allow for submission of the required report to the Sounding Board meeting on 12 June 2014.

		<ul style="list-style-type: none"> • Housing – Ken Brown / Gavin Balfour • Roads – Ian Cochrane / Walter Scott 			
		Communities – All Other Services – Catriona Ferrier			
		People – Social Care – Dave Sim			
		People – Schools / Education – Margaret Laing			
6.3 Produce a service-specific improvement plan (integrated with the Angus Council Procurement Improvement Plan 2013/14) addressing any required improvement areas to implement the Supporting Local Business" ten point action plan.	High	Chief Executive's Unit / Economic Development – Alison Smith and Roy Johnston			
		Resources – Corporate Improvement & Finance – Mark Allan			
		Resources – Legal & Democratic Services – Glen Anderson			
		Resources – Organisational Change – Steve Roud			No response – disregarded for report
		Communities – Technical & Property Services: <ul style="list-style-type: none"> • Property – Ken 			

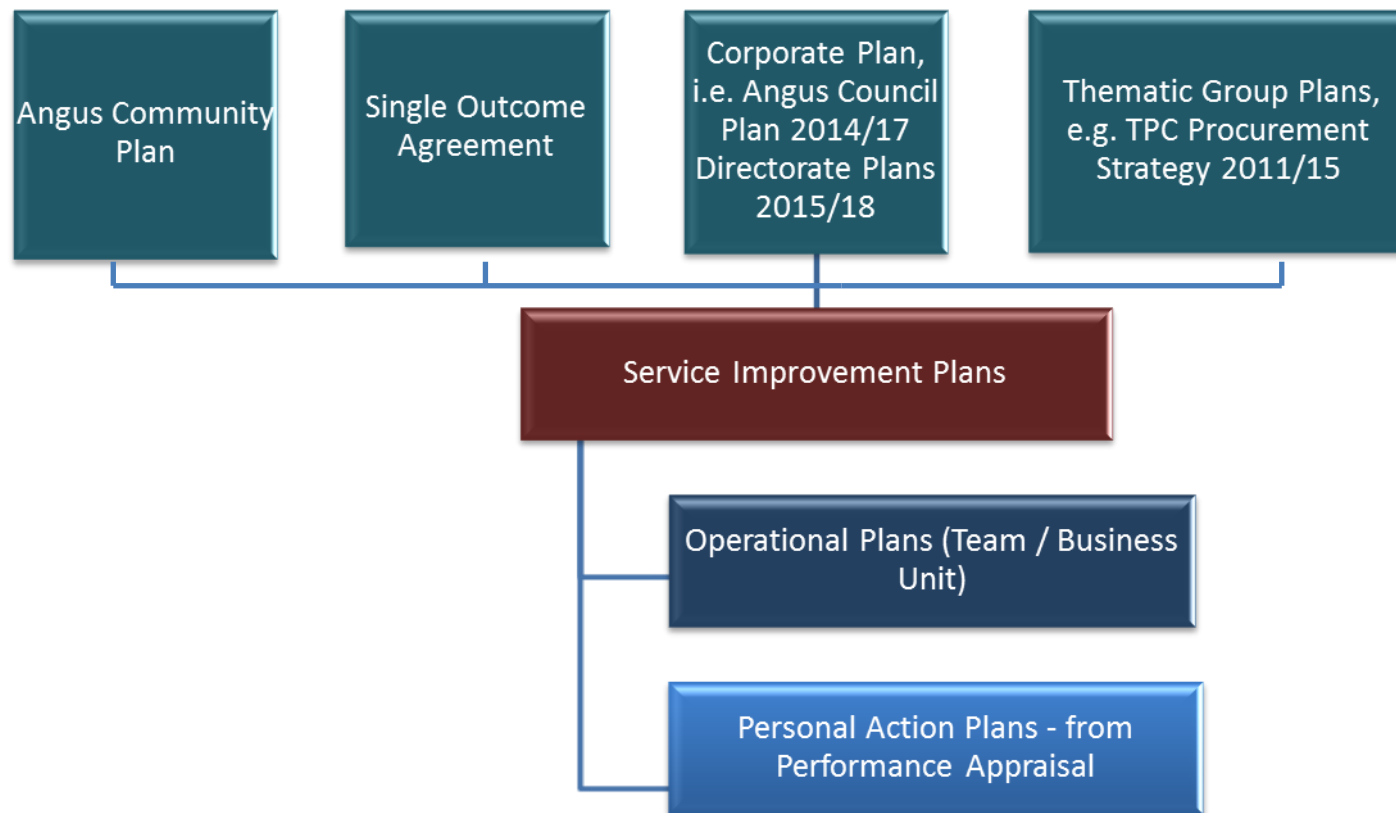
		Brown <ul style="list-style-type: none"> Housing – Ken Brown / Gavin Balfour Roads – Ian Cochrane / Walter Scott 			
		Communities – All Other Services – Catriona Ferrier			No response – disregarded for report
		People – Social Care – Dave Sim			
		People – Schools / Education – Margaret Laing			No response – disregarded for report
6.4 Work with Internal Audit to carry out a future audit of implementation of the required improvements as set out in the Angus Council Procurement Improvement Plan 2013/14.	Low	Corporate Procurement Manager / Service Manager - Governance			Future audit action addressed in report to the Sounding Board meeting on 12 June 2014.

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PART 4 – CORPORATE PROCUREMENT IMPROVEMENT PLAN 2014/17

STRATEGIC LINKAGES

Angus Council's corporate planning follows a hierarchy as follows:



The content of the top level plans is summarised in the document embedded below:



Corporate Plan Summaries

The linkages amongst the Community Plan / SOA / Council Plan and the Directorate plan priorities are set out graphically in the following document:



Council Plan Links

The procurement-specific improvement actions set out below demonstrate linkages to this overarching strategy against each of the listed improvement actions this demonstrating how each contributes to the Council's strategy.

OUTCOMES	STRATEGIC LINKAGES		ACTIONS	LEAD OFFICER(S) / GROUP	TIMESCALE
	ANGUS COUNCIL PLANS	TPC STRATEGY			
<p>Combined Procurement Improvement Plan Outcome 1</p> <p>The Angus Council Procurement Sounding Board Phase 2 Improvement Plan – 2015/17</p> <p>1. A Transforming Angus (TA) Review will be carried out in respect of the structure of and process for: (a) the Council's strategic procurement; and (b) the Council's purchase-to-payment</p>	<p>The Angus CPP and SOA 2013-16 Delivering local Angus outcomes:</p> <p>1. sustainable Angus economy with good employment opps. 2. Angus is a good place to live in, work in and visit 6. individuals are involved in their communities 9. individuals are supported in their own communities with good quality services 10. our communities are developed in a sustainable manner</p>	<p>The following TPC Strategy work streams (all, i.e.): Strategic Aims and Objectives Procurement leadership and governance Defining the Supply Need Sourcing strategies and Collaborative Procurement Key purchasing processes and systems Contract and Supplier Management People Performance</p>	<p>PIP1.1 Create a project team with participation from all relevant Services including support from EY as the Council's strategic partner to develop a Full Business Case (FBC) setting out the future operating model for the Council's procurement function, both on strategic procurement and P2P. The FBC will include required staffing and resources, governance and projected costs –v- benefits. The FBC will be approved by Council senior management and Committee before implementation.</p>	<p>Corporate Procurement Manager</p>	<p>The review project will commence as soon as necessary backfill resourcing is in place – seeking to fill via secondment or that failing use of agency staff. The FBC phase will be completed within 6 months of project start. Target completion – end August 2015</p>
			<p>PIP1.2 Subject to approval of the FBC, implement the new operating model including job design, evaluation and</p>		

OUTCOMES	STRATEGIC LINKAGES		ACTIONS	LEAD OFFICER(S) / GROUP	TIMESCALE
	ANGUS COUNCIL PLANS	TPC STRATEGY			
<p>("P2P") process</p> <p>So that the organisation and structure of procurement in Angus Council offers the best possible support for delivering best value, including economically, socially and environmentally sustainable procurement.</p>	<p>11. our natural and built environment is protected and enjoyed</p> <p>12. our carbon footprint is reduced</p> <p>The Angus Council Plan 2014/17 organisational goals - enable Angus to be a place where: citizens feel involved people want to live, work or visit ambition is high partnership working flourishes</p>	<p>measurement Together with the supplemental strategies:</p> <p>Angus Council Sustainable Procurement Policy</p> <p>Angus Council "Buying Local" Procurement Policy</p> <p>Angus Council Bribery Act 2010 Policy</p>	<p>grading; staff recruitment or redeployment, creation of a one-Council process with systems integration and/or alignment which is fit to deliver the benefits identified in the FBC; and staff training to ensure the function is delivered by fully capable and competent staff.</p>		<p>approval has been given. The implementation phase will be completed within 16 months of start of that phase.</p> <p>Target completion – end February 2017</p>
<p>Combined Procurement Improvement Plan Outcome 2</p> <p>The Angus Council Procurement Sounding Board Phase 2 Improvement Plan – 2015/17</p> <p>2. Our procurement activity is as sustainable as possible, with particular reference to supporting social enterprises in our supply chain, reducing our "carbon footprint" and "buying green", delivering</p>	<p>The Angus CPP and SOA 2013-16 Delivering local Angus outcomes:</p> <p>1. sustainable Angus economy with good employment opps.</p> <p>10. our communities are developed in a sustainable manner</p> <p>11. our natural and built environment is protected and enjoyed</p> <p>12. our carbon footprint is reduced</p> <p>The Angus Council Plan 2014/17 organisational goals -</p>	<p>The following TPC Strategy work streams: Strategic Aims and Objectives Defining the Supply Need Sourcing strategies and Collaborative Procurement Together with the supplemental strategies:</p> <p>Angus Council Sustainable Procurement Policy</p>	<p>PIP2.1 Assess current Council procurement processes at high level across the whole Council using evidence gathered from the most recent Procurement Capability Assessment (2013) and using the Scottish Government's existing "Flexible Framework" (FF) assessment tool.</p> <p>Do so as preparation only for use of the new FF model as below.</p> <p>PIP2.2 Form a Sustainable Procurement Policy Group with reps from the major procurement spending Services (together covering at least 80% of Council procurement spend) +</p>	<p>Corporate Procurement Manager</p>	<p>This work is planned to start early in calendar year 2015 with a report on conclusions and proposed improvement actions presented to the Sounding Board by the end of August 2015 (i.e. actions 2.1 – 2.3).</p> <p>Action 2.4 will be completed by Autumn 2015.</p> <p>Action 2.5. will be addressed with Internal Audit and, subject to other commitments,</p>

OUTCOMES	STRATEGIC LINKAGES		ACTIONS	LEAD OFFICER(S) / GROUP	TIMESCALE
	ANGUS COUNCIL PLANS	TPC STRATEGY			
<p>relevant community benefit from our procurement and achieving simplification and consistency in our process.</p>	<p>enable Angus to be a place where citizens feel involved</p>		<p>support from Environmental Project Officer(s) – Planning & Place</p>		<p>aimed to be included in the 2016/17 Audit Plan.</p>
			<p>PIP2.3 Re-assess current Council procurement activity / spend across the whole Council using current information and using the Scottish Government’s revised “Flexible Framework” (FF) assessment tool.</p> <p>Do so on a “workshop” basis as part of “beta testing” of the new FF model with Prioritisation and Sustainability Test tools supported by the Scottish Government’s consultants engaged to review and test the new FF model (at no cost to Angus Council).</p>	<p>Sustainable Procurement Policy Group</p>	
			<p>PIP2.4 Report the outcomes of 2.3 to the Procurement Sounding Board MOG as an updated Angus Sustainable Procurement Action Plan. The Angus Sustainable Procurement Plan is to be aligned with the Tayside Procurement Strategy to encourage collaborative delivery of solutions to sustainable procurement wherever possible.</p> <p>The Angus Sustainable Procurement Plan will be embedded into performance improvement arrangements for each Service and reporting to Council Management</p>	<p>Corporate Procurement Manager</p> <p>Sustainable Procurement Policy Group</p>	

OUTCOMES	STRATEGIC LINKAGES		ACTIONS	LEAD OFFICER(S) / GROUP	TIMESCALE
	ANGUS COUNCIL PLANS	TPC STRATEGY			
			Team and Policy and Resources Committee.		
			PIP2.5 Work with Internal Audit to carry out a future audit of the Council's delivery of sustainable procurement, with reference to those performance measures and to the baseline set out in Internal Audit Report 11/26 (10 April 2012).	Corporate Procurement Manager / Service Manager – Governance	
<p>Combined Procurement Improvement Plan Outcome 3</p> <p>The Angus Council Procurement Sounding Board Phase 2 Improvement Plan – 2015/17</p> <p>3. The Tayside Procurement Strategy 2011/15 is reviewed and updated to produce a Tayside Procurement Strategy 2015/20 which:</p> <p>(a) addresses the requirements of the Procurement Reform (Scotland) Act 2014 for the partner Councils to produce a corporate procurement strategy; and</p>	<p>The Angus CPP and SOA 2013-16 Delivering local Angus outcomes:</p> <p>1. sustainable Angus economy with good employment opps.</p> <p>2. Angus is a good place to live in, work in and visit</p> <p>6. individuals are involved in their communities</p> <p>9. individuals are supported in their own communities with good quality services</p> <p>10. our communities are developed in a sustainable manner</p> <p>11. our natural and built environment is protected and enjoyed</p> <p>12. our carbon footprint is reduced</p>	<p>The following TPC Strategy work streams:</p> <p>Procurement leadership and governance</p> <p>Procurement leadership and governance Together with the supplemental strategies:</p> <p>Angus Council Sustainable Procurement Policy</p> <p>Angus Council "Buying Local" Procurement Policy</p> <p>Angus Council Bribery Act 2010 Policy</p>	<p>PIP3.1 As part of Tayside Procurement Consortium (TPC) produce a revised draft Tayside Procurement Strategy 2015/20</p> <p>PIP3.2 Consult and engage widely on that draft Tayside Procurement Strategy 2015/20 having regard to the Scottish Government's anticipated statutory guidance on such consultation.</p> <p>Consultation to include engagement with the Angus Procurement Sounding Board MOG.</p>	<p>TPC Head of procurement and the Corporate Procurement Manager</p> <p>TPC Head of procurement and the Corporate Procurement Manager</p>	<p>Revised strategy to be in place before end of calendar year 2015.</p>

OUTCOMES	STRATEGIC LINKAGES		ACTIONS	LEAD OFFICER(S) / GROUP	TIMESCALE
	ANGUS COUNCIL PLANS	TPC STRATEGY			
(b) balances the strategic requirements of the partner Councils to deliver as much benefit from their procurement activity as possible to each of their communities with the commitment to do so in a collaborative way which achieves value for money for the Council and its citizens.	The Angus Council Plan 2014/17 organisational goals - enable Angus to be a place where: citizens feel involved people want to live, work or visit ambition is high partnership working flourishes				
			PIP3.3 Report the new strategy to Angus Council Committee (at the same time as other TPC partners) for approval and put in place arrangements for annual review.	TPC Head of procurement and the Corporate Procurement Manager	
<p>Combined Procurement Improvement Plan Outcome 4</p> <p>The Angus Council Procurement Sounding Board Phase 2 Improvement Plan – 2015/17</p> <p>4. Angus Council elected members are briefed & trained on the new procurement legislation and key issues / procurement tools to</p>	<p>The Angus CPP and SOA 2013-16 Delivering local Angus outcomes:</p> <p>1. sustainable Angus economy with good employment opps. 6. individuals are involved in their communities</p> <p>The Angus Council Plan 2014/17 organisational goals - enable Angus to be a place where: citizens feel involved</p>	The following TPC Strategy work streams (all, i.e.): Strategic Aims and Objectives People	PIP4.1 Deliver training and briefing session(s) to Angus councillors, initially with Angus Procurement Sounding Board MOG elected members (with other members / officers to be invited at the same time) and continuing if required following assessment of initial training and briefing session.	Corporate Procurement Manager, Principal Solicitor and the TPC Head of Procurement	Briefing and Training sessions to be commenced during Spring 2015 and, if ongoing, concluded before end of Autumn 2015.

OUTCOMES	STRATEGIC LINKAGES		ACTIONS	LEAD OFFICER(S) / GROUP	TIMESCALE
	ANGUS COUNCIL PLANS	TPC STRATEGY			
ensure that they are as well-equipped as possible to exercise scrutiny of new procurement strategy and TA procurement review exercises.	ambition is high partnership working flourishes				
<p>Combined Procurement Improvement Plan Outcome 5</p> <p>The Angus Council Procurement Sounding Board Phase 2 Improvement Plan – 2015/17</p> <p>5. Angus Council elected members have the opportunity to be involved in Angus “meet the buyer” event(s) bringing senior endorsement and local knowledge to support such event(s).</p>	<p>The Angus CPP and SOA 2013-16 Delivering local Angus outcomes:</p> <p>1. sustainable Angus economy with good employment opps.</p> <p>6. individuals are involved in their communities</p> <p>The Angus Council Plan 2014/17 organisational goals - enable Angus to be a place where: citizens feel involved ambition is high partnership working flourishes</p>	<p>The following TPC Strategy work streams:</p> <p>Contract and Supplier Management Together with the supplemental strategies:</p> <p>Angus Council “Buying Local” Procurement Policy</p>	<p>PIP5.1 Involve Angus Council elected members in planning and delivery of Angus-based meet the buyer event(s).</p>	<p>Senior Business Adviser / Corporate Procurement Manager</p>	<p>2015 Angus Meet the Buyer event planned for 14th April 2015.</p>
<p>Combined Procurement Improvement Plan Outcome 6</p> <p>Supporting Local Business 10 Point Plan</p>	<p>The Angus CPP and SOA 2013-16 Delivering local Angus outcomes:</p> <p>1. sustainable Angus economy with good employment opps.</p> <p>6. individuals are</p>	<p>The following TPC Strategy work streams:</p> <p>Contract and Supplier Management Together with the supplemental strategies:</p>	<p>PIP6.1 Commit to supporting the 2014 MTB event in Dundee on 25/02/14.</p> <p>PIP6.2 Provide support to any Angus Council “meet the buyer” events</p>	<p>Chief Executive’s Unit and Economic Development - Roy Johnston</p> <p>Communities – Technical &</p>	<p>March 2014</p> <p>March 2015</p>

OUTCOMES	STRATEGIC LINKAGES		ACTIONS	LEAD OFFICER(S) / GROUP	TIMESCALE	
	ANGUS COUNCIL PLANS	TPC STRATEGY				
1. Support Tayside and Angus-located Meet the Buyer events.	involved in their communities	Angus Council "Buying Local" Procurement Policy	during 14/15 and cooperate with any TPC initiatives and developments.	Property Services - TPS Service Managers		
	The Angus Council Plan 2014/17 organisational goals - enable Angus to be a place where: citizens feel involved ambition is high partnership working flourishes			PIP6.3 Attend further similar events as appropriate	People - Performance & Improvement (Social Care Contracts Team) - Dave Sim	Ongoing - Review progress in April 2015
				PIP6.4 Continue to participate	People - Performance & Improvement (Social Care Contracts Team)	Ongoing - Review progress in April 2015
				None – continue with current action	Resources - Corporate Improvement & Finance	
				No improvement actions planned	Resources - Legal & Democratic Services	
				PIP6.5 To build on the good work delivered to date, all Services are to commit that, on a reactive / "on demand" basis, they will contribute procurement staff time to commodity- or topic-specific MTB events held in Angus or Tayside (if there is sufficient likely Angus benefit) to facilitate Angus supplier meeting "real" buyers.	Corporate - All Services - Corporate Procurement Champions	Ongoing from 1 April 2014
Combined Procurement Improvement Plan Outcome 7	The Angus CPP and SOA 2013-16 Delivering local Angus outcomes: 1. sustainable Angus	The following TPC Strategy work streams: Contract and Supplier Management	PIP7.1 TCF membership renewed for 2014. Consideration also being given to joining the Angus Construction Training Group.(ACTG) SDP membership renewed for 2014.	Chief Executive's Unit and Economic Development - Roy Johnston	December 2014	

OUTCOMES	STRATEGIC LINKAGES		ACTIONS	LEAD OFFICER(S) / GROUP	TIMESCALE
	ANGUS COUNCIL PLANS	TPC STRATEGY			
Supporting Local Business 10 Point Plan 2. Support or participate in local business / supplier engagement networks such as Tayside Construction Forum.	economy with good employment opps. 6. individuals are involved in their communities The Angus Council Plan 2014/17 organisational goals - enable Angus to be a place where: citizens feel involved ambition is high partnership working flourishes	Together with the supplemental strategies: Angus Council "Buying Local" Procurement Policy	2014-15 SDP training event programme in the process of being arranged. Up to 5 events, looking at higher Level training options.		
			None - Continue corporate membership and attendance at future meetings.	Communities - Technical & Property Services	
			PIP7.2 Consider holding meetings with providers of other services	People - Performance & Improvement (Social Care Contracts Team) - Dave Sim	December 2014
			None – continue with current action	Resources - Corporate Improvement & Finance	
			No improvement actions planned	Resources - Legal & Democratic Services	
Combined Procurement Improvement Plan Outcome 8 Supporting Local Business 10 Point Plan 3. Offer to meet local businesses / locally-based business organisations on a one to one basis to ensure there is on-going improvement dialogue between the Council and local	The Angus CPP and SOA 2013-16 Delivering local Angus outcomes: 1. sustainable Angus economy with good employment opps. 6. individuals are involved in their communities The Angus Council Plan 2014/17 organisational goals - enable Angus to be a	The following TPC Strategy work streams: Contract and Supplier Management Together with the supplemental strategies: <u>Angus Council "Buying Local" Procurement Policy</u>	PIP8.1 Continue to ensure that the current support / business development offer is comprehensive and effectively resourced. Support TPC offer to business associations to make presentations at their events.	Chief Executive's Unit and Economic Development - Roy Johnston	December 2014
			None - Continue current good practice.	Communities - Technical & Property Services	
			PIP8.2 Consider holding meetings with providers of other services	People - Performance & Improvement (Social Care	December 2014

OUTCOMES	STRATEGIC LINKAGES		ACTIONS	LEAD OFFICER(S) / GROUP	TIMESCALE
	ANGUS COUNCIL PLANS	TPC STRATEGY			
business.	place where: citizens feel involved ambition is high partnership working flourishes			Contracts Team) - Dave Sim	
			None – continue with current good practice.	Resources – Corporate Improvement & Finance	
<p>Combined Procurement Improvement Plan Outcome 9</p> <p>Supporting Local Business 10 Point Plan</p> <p>4. Offer post-tender debriefs to all unsuccessful suppliers to help with future bids.</p>	<p>The Angus CPP and SOA 2013-16 Delivering local Angus outcomes: 1. sustainable Angus economy with good employment opps. 6. individuals are involved in their communities</p> <p>The Angus Council Plan 2014/17 organisational goals - enable Angus to be a place where: citizens feel involved ambition is high partnership working flourishes</p>	<p>The following TPC Strategy work streams: Contract and Supplier Management Together with the supplemental strategies: Angus Council "Buying Local" Procurement Policy</p>	PIP9.1 The Service will now send out a personal email to each unsuccessful bidder, advising them of who the successful bidder, the value of the contract and an offer of further debrief if required.	Chief Executive's Unit and Economic Development - Fiona Cameron & Hilary Tasker	Ongoing - Review progress in April 2015
			None - Continue current good practice	Communities – Technical & Property Services	
			None	People – Performance & Improvement (Social Care Contracts Team)	
			None – continue with current good practice	Resources – Corporate Improvement & Finance	
			No improvement actions planned	Resources - Legal & Democratic Services	
			PIP9.2 To verify maintenance of current good practice the Service Manager – Governance will be asked to make provision for a future internal audit which will be considered to examine ongoing compliance with our debrief standards (on a random sample / whole Council basis).	Corporate - All Services - Chief Executive's Unit , Service Manager – Governance	Future action – when internal audit resources & planned activity permits – review progress by 31 March 2016

OUTCOMES	STRATEGIC LINKAGES		ACTIONS	LEAD OFFICER(S) / GROUP	TIMESCALE
	ANGUS COUNCIL PLANS	TPC STRATEGY			
<p>Combined Procurement Improvement Plan Outcome 10</p> <p>Supporting Local Business 10 Point Plan</p> <p>5. Ensure that tenders are advertised / invited on one marketplace – Public Contracts Scotland (PCS) – as fully as possible.</p>	<p>The Angus CPP and SOA 2013-16 Delivering local Angus outcomes:</p> <p>1. sustainable Angus economy with good employment opps.</p> <p>6. individuals are involved in their communities</p> <p>The Angus Council Plan 2014/17 organisational goals - enable Angus to be a place where: citizens feel involved ambition is high partnership working flourishes</p>	<p>The following TPC work streams:</p> <p>Contract and Supplier Management Together with the supplemental strategies:</p> <p>The following TPC work streams:</p> <p>Contract and Supplier Management Together with the supplemental strategies:</p> <p>Angus Council "Buying Local" Procurement Policy</p>	No improvements required	Chief Executive's Unit and Economic Development	
			PIP10.1 Ongoing participation in corporate procurement good practice development to maximise the best use of PCS in the future.	Communities - Technical and Property Services - Principal Quantity Surveyor (Property) / Service Manager (Roads)	Ongoing – Review in April 2015
			None	People – Performance & Improvement (Social Care Contracts Team)	
			None – continue with current action	Resources – Corporate Improvement & Finance	
			No improvement actions planned	Resources – Legal & Democratic Services	
			PIP10.2 All services to consider the use of standing approved lists by Angus Council and to review and if necessary reform these arrangements to ensure that there is cross-Council consistency and maximisation of local supplier access to contract opportunity from their use.	All Services - Corporate Procurement Champions	30 September 2015

OUTCOMES	STRATEGIC LINKAGES		ACTIONS	LEAD OFFICER(S) / GROUP	TIMESCALE
	ANGUS COUNCIL PLANS	TPC STRATEGY			
<p>Combined Procurement Improvement Plan Outcome 11</p> <p>Supporting Local Business 10 Point Plan</p> <p>6. All low value procurement activity below 50k advertised via the Quick Quote Function on Public Contracts Scotland. Minimum 2 local and 1 national suppliers to be invited to quote wherever possible.</p>	<p>The Angus CPP and SOA 2013-16 Delivering local Angus outcomes:</p> <p>1. sustainable Angus economy with good employment opps.</p> <p>6. individuals are involved in their communities</p> <p>The Angus Council Plan 2014/17 organisational goals - enable Angus to be a place where: citizens feel involved ambition is high partnership working flourishes</p>	<p>The following TPC Strategy work streams: Contract and Supplier Management Together with the supplemental strategies: Angus Council "Buying Local" Procurement Policy</p>	<p>PIP11.1 The Service will consider the location of suppliers and ensure that 'local' suppliers are actually in Angus. Advise all members of the department of this, so this is considered in every specification.</p>	<p>Chief Executive's Unit and Economic Development - Fiona Cameron & Hilary Tasker</p>	<p>Ongoing - Review progress in April 2015</p>
			<p>No planned improvement as lotting is positively managed.</p>	<p>Communities - Technical and Property Services</p>	
			<p>PIP11.2 Consider suitability of Quick Quote for all sub £50k procurements</p>	<p>People - Performance & Improvement (Social Care Contracts Team)- Dave Sim</p>	<p>Ongoing - Review progress in April 2015</p>
			<p>None – continue with current action</p>	<p>Resources – Corporate Improvement & Finance</p>	
			<p>No improvement actions planned</p>	<p>Resources - Legal & Democratic Services</p>	
			<p>PIP11.3 To ensure maintenance of this good practice the Service Manager – Governance will be asked to make provision for a future internal audit which will examine ongoing compliance with our use of Quick Quote and application of the "2 local + 1 national" rule (on a random sample / whole Council basis).</p>	<p>Chief Executive's Unit , Service Manager – Governance</p>	<p>Future action – when internal audit resources & planned activity permits – review progress by 31 March 2016</p>
<p>Combined Procurement Improvement Plan</p>	<p>The Angus CPP and SOA 2013-16</p>	<p>The following TPC Strategy work</p>	<p>No improvements planned</p>	<p>Chief Executive's Unit</p>	

OUTCOMES	STRATEGIC LINKAGES		ACTIONS	LEAD OFFICER(S) / GROUP	TIMESCALE
	ANGUS COUNCIL PLANS	TPC STRATEGY			
<p>Outcome 12</p> <p>Supporting Local Business 10 Point Plan</p> <p>7. Ensure that consideration is given to local business issues when developing a procurement / commodity / sourcing strategy</p>	<p>Delivering local Angus outcomes:</p> <p>1. sustainable Angus economy with good employment opps.</p> <p>6. individuals are involved in their communities</p> <p>The Angus Council Plan 2014/17 organisational goals - enable Angus to be a place where: citizens feel involved ambition is high partnership working flourishes</p>	<p>streams:</p> <p>Contract and Supplier Management Together with the supplemental strategies:</p> <p>Angus Council "Buying Local" Procurement Policy</p>		and Economic Development	
			PIP12.1 Develop formal strategy documents in conjunction with the corporate procurement manager. This will also be considered by the corporate procurement group to ensure Council-wide consistency.	Communities - Technical and Property Services - Head of Technical & Property	March 2015
			PIP12.2 Include this in our Social Care Procurement Strategy	People - Performance & Improvement (Social Care Contracts Team)- Dave Sim	August 2014
			None – continue with current action	Resources - Corporate Improvement & Finance	
			No improvement actions planned	Resources - Legal & Democratic Services	
<p>Combined Procurement Improvement Plan</p> <p>Outcome 13</p> <p>Supporting Local Business 10 Point Plan</p> <p>8. Monitor local business success rates at passing Angus Council Pre-Qualification Questionnaire (PQQ) stage.</p>	<p>The Angus CPP and SOA 2013-16</p> <p>Delivering local Angus outcomes:</p> <p>1. sustainable Angus economy with good employment opps.</p> <p>6. individuals are involved in their communities</p> <p>The Angus Council Plan 2014/17 organisational goals -</p>	<p>The following TPC Strategy work streams:</p> <p>Contract and Supplier Management Together with the supplemental strategies:</p> <p>Angus Council "Buying Local" Procurement Policy</p>	PIP13.1 Ch Ex / Eco Dev will keep a central database of businesses at PQQ stage.	Chief Executive's Unit and Economic Development - Fiona Cameron / Hilary Tasker	Review progress in April 2015
			PIP13.2 Participate in developing a central database managed by the corporate procurement team.	Communities - Technical and Property Services / Corporate Procurement Manager	Review progress in April 2015
			PIP13.3 To be implemented	People -	Ongoing - Review

OUTCOMES	STRATEGIC LINKAGES		ACTIONS	LEAD OFFICER(S) / GROUP	TIMESCALE
	ANGUS COUNCIL PLANS	TPC STRATEGY			
	enable Angus to be a place where: citizens feel involved ambition is high partnership working flourishes			Performance & Improvement (Social Care Contracts Team)- Dave Sim	progress in April 2015
			PIP13.4(1) On a corporate basis, prepare Corporate Procurement Manual content to support this approach and promote it to Services PIP13.4(2) Apply it whenever CI&F undertakes 2-stage tendering activity	Resources – Corporate Improvement & Finance – Corporate Procurement Manager Senior Procurement Officer	(1) - 31 Review progress in April 2015 (2) - Ongoing
			No improvement actions planned	Resources – Legal & Democratic Services	
			PIP13.5 All services led by the Corporate Procurement Manager to measure local business success rate at passing Angus Council Pre-Qualification stage, analyse the reasons for local businesses not doing so and consider if any improvements to PQQ standards and requirements are required to remove unnecessary barriers to access to Council opportunities by local business.	Corporate Procurement Manager supporting all Services – Corporate Procurement Champions	30 September 2015
Combined Procurement Improvement Plan Outcome 14 Supporting Local	The Angus CPP and SOA 2013-16 Delivering local Angus outcomes: 1. sustainable Angus	The following TPC Strategy work streams: Contract and Supplier Management	No improvements to be made in Service PIP14.1 Review any amendments to	Chief Executive's Unit and Economic Development Communities –	 March 2015

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	ANGUS COUNCIL PLANS	TPC STRATEGY				
<p>Business 10 Point Plan</p> <p>9. Review our contracting documents to ensure they are consistent and as supplier-friendly, as standardised and as fully align to the Procurement Journey as possible.</p>	<p>economy with good employment opps. 6. individuals are involved in their communities</p> <p>The Angus Council Plan 2014/17 organisational goals - enable Angus to be a place where: citizens feel involved ambition is high partnership working flourishes</p>	<p>Together with the supplemental strategies: Angus Council "Buying Local" Procurement Policy</p>	<p>standard conditions of contract in conjunction with Legal & Democratic Services. Consider links to the Procurement Journey in our procurement process.</p>	<p>Technical and Property Services - Principal Quantity Surveyor/ Service Manager (Roads)</p>		
			<p>PIP14.2 Continue this process for all procurements</p>	<p>People Performance & Improvement (Social Care Contracts Team) - Dave Sim</p>		<p>Ongoing – Review progress in April 2015</p>
			<p>None – continue with current action</p>	<p>Resources – Corporate Improvement & Finance</p>		
			<p>No improvement actions planned</p>	<p>Resources – Legal & Democratic Services</p>		
<p>Combined Procurement Improvement Plan Outcome 15</p> <p>Supporting Local Business 10 Point Plan</p> <p>10. Establish what the local market can actually supply and analyse that against current council spend activity – identify the gap and look to target specific activity to close</p>	<p>The Angus CPP and SOA 2013-16 Delivering local Angus outcomes: 1. sustainable Angus economy with good employment opps. 6. individuals are involved in their communities</p> <p>The Angus Council Plan 2014/17 organisational goals -</p>	<p>The following TPC Strategy work streams: Contract and Supplier Management Together with the supplemental strategies: Angus Council "Buying Local" Procurement Policy</p>	<p>PIP15.1 Scope to carry out a business survey in 2014 which could be adapted to capture local business requests re procurement processes & required support.</p>	<p>Chief Executive's Unit and Economic Development - Roy Johnston</p>	<p>December 2014</p>	
			<p>None - Continue this good practice.</p>	<p>Communities – Technical and Property Services</p>		
			<p>PIP15.2 To be implemented</p>	<p>People Performance & Improvement</p>	<p>December 2014</p>	

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	ANGUS COUNCIL PLANS	TPC STRATEGY			
the gap.	enable Angus to be a place where: citizens feel involved ambition is high partnership working flourishes			(Social Care Contracts Team)- Dave Sim	
			None – continue with current action	Resources – Corporate Improvement & Finance	
			No improvement actions planned	Resources - Legal & Democratic Services	
<p>Combined Procurement Improvement Plan Outcome 16</p> <p>Angus Fair Trade Zone Action Plan 2014 -16</p> <p>2. Angus Council to continue to look to expand the range of Fair Trade products regularly sourced through the corporate procurement strategy.</p>	<p>The Angus CPP and SOA 2013-16 Delivering local Angus outcomes: 2. Angus is a good place to live in, work in and visit 6. individuals are involved in their communities 10. our communities are developed in a sustainable manner</p> <p>The Angus Council Plan 2014/17 organisational goals - enable Angus to be a place where: citizens feel involved people want to live, work or visit ambition is high partnership working flourishes</p>	<p>The following TPC Strategy work streams (all, i.e.): Strategic Aims and Objectives Defining the Supply Need Together with the supplemental strategies: Angus Council Sustainable Procurement Policy</p>	<p>PIP16.1 Angus Council procurement team to continue to advise internal purchasers on Fair Trade ranges available.</p> <p>PIP16.2 Include Fair Trade range advice in appropriate internal customer communications (e.g. intranet procurement messages / news items, procurement newsletter); target – at least 2 times / year</p> <p>PIP16.3 The procurement team will expand where possible the range of Fair Trade products available for purchasing - possibly with a focus on wide reaching goods such as rice in schools etc.</p> <p>PIP16.4 Monitor and report (quarterly)</p>	<p>Corporate Procurement Manager with the Angus Fair Trade Buyers' Group</p> <p>Corporate Procurement Manager with the Angus Fair Trade Buyers' Group</p> <p>Corporate Procurement Manager with the Angus Fair Trade Buyers' Group</p> <p>Corporate Procurement</p>	<p>Ongoing – Review progress by December 2016</p>

OUTCOMES	STRATEGIC LINKAGES		ACTIONS	LEAD OFFICER(S) / GROUP	TIMESCALE
	ANGUS COUNCIL PLANS	TPC STRATEGY			
citizens feel involved people want to live, work or visit ambition is high partnership working flourishes			paper with the remaining 20% sustainably produced.		By End December 2012
			PIP17.4 Continue to use energy efficiency measures such as efficient A rated boiler installations, sustainable construction and use of FSC timber are part of our specification.	Neighbourhood Service/Housing	
			PIP17.5 Sign up to WWF's Timber Pledge to purchase only sustainably produced timber and timber products.	All Depts.	
			PIP17.6 Continue to purchase low energy lighting wherever possible.	All Depts.	
			PIP17.7 Purchase vehicle engines to the highest current specification with the lowest emissions.	Neighbourhood Services/Fleet Services	
			PIP17.8 The Corporate Procurement Manager shall continue to engage with stakeholders with regard to corporate social responsibility in order to develop a procurement approach to climate change/environmental issues.	Corporate Services	